

17 August 1964

MEMORANDUM FOR THE EXECUTIVE SECRETARY, USIB

Subject: Recommendation for Promotion, [REDACTED]  
[REDACTED] GS-4

1. In view of [REDACTED] exceptional performance,

I recommend that she be promoted to the next General Schedule Grade:

GS-5. In addition to her demonstrated ability to perform complex duties as assigned, [REDACTED] has continued to accept additional responsibilities within the office.

2. Your concurrence in this matter is respectfully requested.

/s/ 17 Aug

[REDACTED]  
Assistant Executive Secretary, USIB

Concur: [REDACTED]